

| Office of State Uniform Payroll                   |                           |
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| Procedure Title: LSU First Health Plan Deductions | Revision Date: 09/22/2020 |
|   | Issue Date: 10/15/2015    |
| Unit: Benefits and Financial Administration Unit  | Page Number: 1 of 1       |
| Contact: _DOA-OSUP-BFA@la.gov                     |                           |

Any agency that is an Office of Group Benefits (OGB) participating employer with employees enrolled in the LSU First health plan may use the following instructions when making changes to an employee's LSU First health plan during annual enrollment or due to a Qualified Life Event (QLE). Effective January 1, 2017, there will no longer be any new enrollments allowed in the LaGov HCM system. Employees who transfer from LSU or a legislative branch agency to a LaGov HCM Paid agency will no longer be able to continue membership in LSU First at their new agency. Any employee transferring from one LaGov HCM Paid agency to another LaGov HCM Paid agency will not be allowed to continue their LSU First plan.

Employees are only allowed to make changes to their health plan, including LSU First, during annual enrollment. The only changes allowed outside of annual enrollment are QLEs per OGB rules. All LSU First Health Plan deductions are withheld pre-tax. Premiums are "pre-paid" similar to OGB Health, so they are deducted one month in advance.

These deductions are maintained in the LaGov HCM Benefits Module via transaction HRBEN0001. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for enrollment assistance.

Agencies must forward the GB-01 to the LSU System, as well as OGB, for all coverage changes or cancellations for LSU First Health Plan members as LSU maintains/controls eligibility for the LSU First Health plan.

If you have questions concerning an employee's or agency's eligibility you can contact LSU at one of the email addresses below:

Sheantel Baker – [sbaker6@lsu.edu](mailto:sbaker6@lsu.edu)

Katti Galatas - [kgalatas@lsu.edu](mailto:kgalatas@lsu.edu)